

**NOTICE OF INTENT TO AWARD
(1/ 2006)**

INSTRUCTIONS: REVISE OR DELETE AS NEEDED.

WHEN YOU CONDUCT A FORMAL SEALED PROCUREMENT, ISSUE THIS NOTICE TO ALL VENDORS AFTER AN AWARD DETERMINATION HAS BEEN MADE.

THE NOTICE PROVIDES A LIST OF VENDORS THAT RESPONDED, BUT DOES NOT NORMALLY PROVIDE A SUMMARY OF THE BIDS OR PROPOSAL EVALUATION SCORES. VENDORS MAY REQUEST THIS INFORMATION.

THIS NOTICE CAN BE MAILED, FAXED, OR E-MAILED TO VENDORS. STATE LAW ALLOWS VENDORS 7 DAYS TO PROTEST A NOTICE OF INTENT TO AWARD OR CONTRACT AWARD IS ISSUED, SO IT IS RECOMMENDED THAT YOU WAIT 7 DAYS BEFORE EXECUTING THE CONTRACT.

USE THE 7 DAYS TO PREPARE THE FINAL CONTRACT. IF YOU NEED TO OBTAIN INSURANCE OR BONDS FROM THE SUCCESSFUL VENDOR, CONSIDER SENDING THEM A SEPARATE LETTER OF INSTRUCTION. SEE THE STATE PROCUREMENT WEBSITE FOR A SAMPLE LETTER OF INSTRUCTION FOR THE SUCCESSFUL VENDOR.

DELETE ALL INSTRUCTIONS BEFORE PRINTING.

STATE OF NORTH DAKOTA
AGENCY OR INSTITUTION NAME
ADDRESS
CITY, STATE ZIP
TELEPHONE AND FAX NUMBER

NOTICE OF INTENT TO AWARD

DATE

SOLICITATION NUMBER AND TITLE: INSERT

OPENING DATE AND TIME: INSERT

The following vendors submitted responses to the above solicitation:

LIST NAMES AND ADDRESSES OF VENDORS THAT SUBMITTED BIDS OR PROPOSALS OR INCLUDE AS AN ATTACHMENT.

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a contract to ***NAME OF SUCCESSFUL VENDOR.***

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the State sign the contract.

An interested party may protest this Notice of Intent to Award by submitting a written protest to the procurement officer within seven calendar days after the date of this notice.

Thank you for your efforts in preparing a response to this solicitation. We appreciate your interest in doing business with the State of North Dakota, and your company will remain on the bidders list for any future solicitations of a similar nature.

If you have any questions, please feel free to contact me.

Sincerely,

NAME

Procurement Officer

PHONE: **INSERT**

FAX: **INSERT**

E-MAIL: **INSERT**